

# Memorial Union

# Post-Conference Form

Welcome Back! Please share some of the information you gained at the conference and calculate the cost variance, if any. Thank you!

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## Description

Staff Member Name

Conference Name

What top three ideas/concepts did you learn?

What specific outcomes will occur as a result of your conference attendance?

## Conference Costs

What was your estimated total cost calculated on the Travel Authorization Form?

What was the actual total cost of conference attendance?

What is the reason for any variance between the estimated cost and actual cost?